



Department of Administrative Services Human Resources Job Announcement

ANNOUNCEMENT #: 200738

POSITION: Automobile Insurance Program Specialist

LOCATION: Risk Management Division
200 Piedmont Avenue
12th Floor, West Tower
Atlanta, GA

APPLICATION DEADLINE: Open Until Filled

WHO MAY APPLY: All Applicants

PAY GRADE: 16

PAY GRADE SALARY RANGE: \$3,158.44 - \$5,535.46

GENERAL DESCRIPTION: The Automobile Insurance Program Specialist interprets and applies automobile insurance policies and applicable laws in the adjustment of automobile claims for the state of Georgia. This position also determines whether claims are covered, monitors the activities of contractors and attorneys involved in the claims process, negotiates claims settlements, and processes claims via an automated system. May supervise lower level staff.

Required Knowledge, Skills, and Abilities

- Strong oral and written communication and presentation skills
- Strong interpersonal skills
- Strong people management skills (managing, motivating, developing staff)
- Ability to effectively work with internal and external stakeholders
- Strong decision making skills
- Strong negotiation skills
- Expert knowledge of pricing and negotiations
- Ability to think strategically

MINIMUM QUALIFICATIONS: Completion of a Master's degree from an accredited college or university

and

Two years professional level risk management automobile liability insurance experience as a claims adjuster, claims examiner, or claims investigator which included responsibility for negotiating

settlement of claims.

OR

Completion of a four-year degree from an accredited college or university,

and

Four years of professional level risk management automobile liability insurance experience as a claims adjustor, claims examiner, or claims investigator which included responsibility for negotiating settlement of claims.

OR

Eight years of professional level risk management automobile liability insurance experience as a claims adjustor, claims examiner, or claims investigator which included responsibility for negotiating settlement of claims.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Degree in Risk Management or Insurance
- Chartered Property and Casualty Underwriter (CPCU) designation or Associate in claims (AIC) designation from the American Institute for CPCU and Insurance Institute of America organizations.
- Experience using the OASIS claims system